

EFT Employee Letter

ZHR_RPTPY713

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
8/20/2007	Kelly Welsh	Initial draft
8/30/2007	Kelly Welsh	Edits
9/18/2007	Kelly Welsh	Edits from SME review

Purpose

Use this procedure to create the EFT letter to send to employees once their Bank Details (0009) has been created for direct deposit, or if changes have been made to their account. This letter can be used by the employee to verify that their wages will be deposited into the proper account.

Trigger

Perform this procedure when an employee has chosen to have their paychecks directly deposited into their bank account and their Bank Details (0009) has been created. You can also create a letter to inform an employee that their account information has been changed per their request.

Prerequisites

Employee's bank detail has been keyed into the Bank Details (0009) Infotype.

In order to perform this transaction you must be assigned the following roles:

Payroll Processor, Payroll Analyst, Payroll Inquirer, Payroll Supervisor

Transaction Code

ZHR_RPTPY713


Date	Procedure Update Log
8/20/2007	Created

Helpful Hints

- The Pre-Note process verifies that the bank detail and account number were keyed into the system correctly. This process is executed when payroll is exited by DOP. Any record that was **keyed** 10 days prior to payroll being exited will be effective for that payroll. If the transaction was **keyed** less than 10 days prior to payroll being exited will be effective the following payroll.

For example: Today is August 20, and an employee has requested to have their pay checks automatically deposited into their bank account starting on the September 10th pay date.

The employee has turned in the required paper work, the bank account number, and bank ID number have been keyed into the system. Since the information has been keyed into HRMS 10 days prior to the exit of the September 10th pay date, the employee will have their pay check directly deposited.

-  This report will not create an EFT Employee letter if the employee's Bank Details (0009) is effective for a future date. Once the day arrives and you run the report, the EFT Employee's Letter will generate.
- Refer to [Bank Details for Warrant or Bank Transfer \(ACH\)](#) user procedure

Procedure

1. Start the transaction using the transaction code **ZHR_RPTPY713**.


EFT Employee Letter

The screenshot shows the SAP EFT Employee Letter transaction screen. The title bar at the top reads "EFT Employee Letter". Below the title bar, there are three tabs: "Selections from", "Search helps", and "Org. structure". The "Selections from" tab is active. It contains a "Period" section with radio buttons for "Today", "Up to today", "Other period", "Current month", "From today", and "Current year". Below these are two input fields for "Period" and "To", with a "Payroll period" button. The "Selection" section has a list of selection criteria: "Personnel Number", "Personnel area", "Personnel subarea", "Business area", and "Payroll area", each with a corresponding input field and a selection button. The "Additional Selections" section has a checkbox for "Errors Messages". At the bottom right, the status bar shows "RT0 (1) (521)", "ssvaphrtedci", and "OVR".

2. Click **Payroll period** to specify the payroll period.




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3. Complete the following fields:

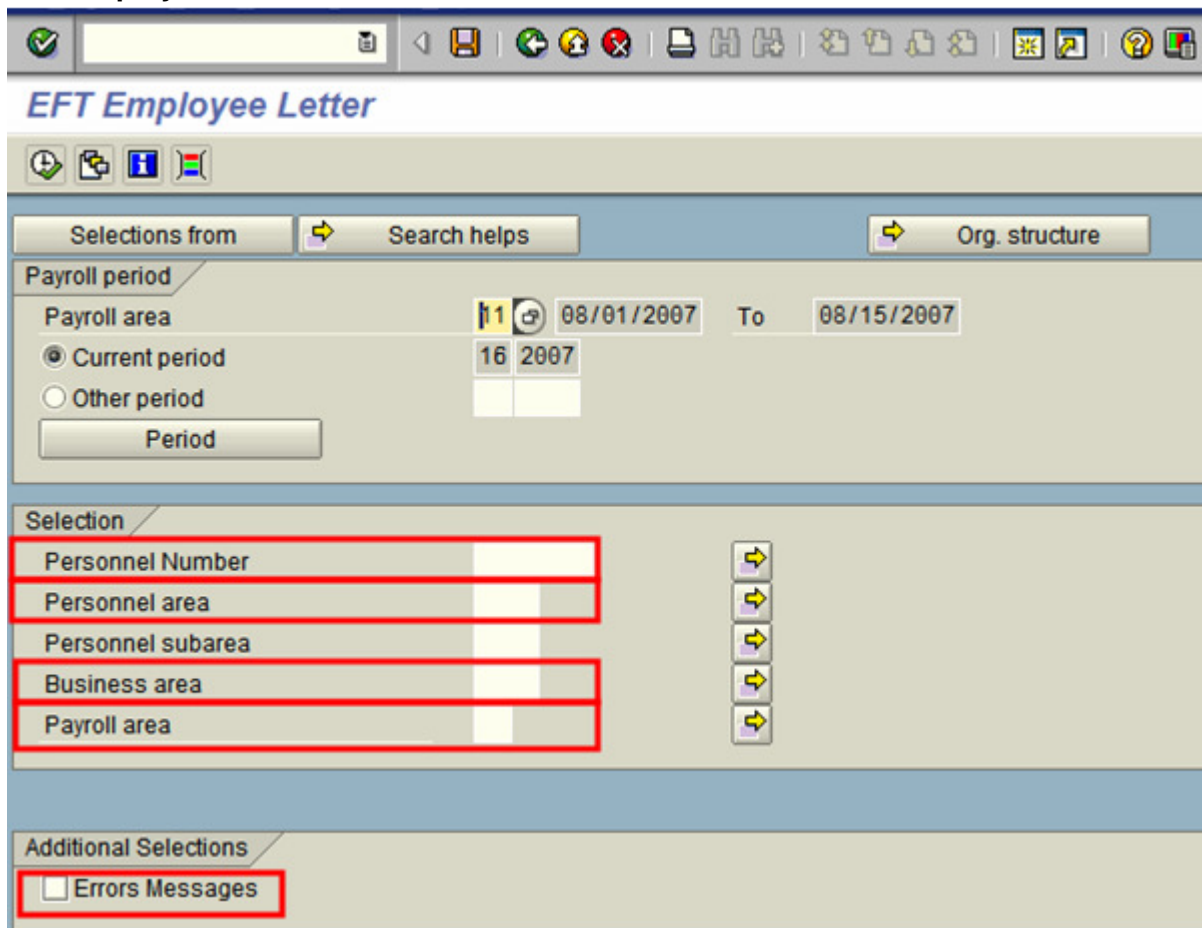
Field Name	R/O/C	Description
Payroll area	R	<p>Groups and designates the employees whose payroll is run on the same date.</p> <p> The Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only.</p> <p>Example: 11</p>

Title: EFT Employee Letter
Processes :
Sub-Processes :

HRMS Training Documents

Field Name	R/O/C	Description
Current Period	R	<p>Displays the current pay period</p> <p> If you are unsure of the current pay period click  (Enter) to display the current period.</p> <p> For a list of pay periods refer to Pay Periods</p> <p>Example: 16/2007 (8/1/2007 to 8/15/2007)</p>
Other Period	O	<p>Display a pay period in the past.</p> <p>Example: 5/2007</p>

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4. Complete the following fields:

State of Washington HRMS

File name: EFT_EMPLOYEE_LETTER_ZHR_R
Version: Training Team Draft Script
Last Modified: 10/10/2007 3:45:00 PM
 PTPY713.DOC
Reference Number:

SAP Parent
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Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number. Example: 414633
Personnel area	R	A specific agency/sub-agency in the State of Washington. Example: 2350
Business area	O	A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN). Example: 2350
Payroll area	R	Groups and designates the employees whose payroll is run on the same date.  The Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. Example: 11
Error Messages	O	This will display the total number of employee records that were processed during the reporting period.

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Program Edit Goto System Help

EFT Employee Letter

Selections from Search helps Org. structure

Payroll period

Payroll area 11 08/01/2007 To 08/15/2007

☒ Current period 16 2007

☐ Other period

Period

Selection

Personnel Number 414633

Personnel area 2350

Personnel subarea

Business area

Payroll area 11

Additional Selections

☐ Errors Messages

5. Click  (**Execute**) to execute the action.

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Print

OutputDevice	LOCL	Front-end printer Saggi
Frontend Printer	\doppslcy004\HRISD-16	
Page selection		

Spool Request

Name	SMART	LOCL	KELLYW
Title			
Authorization			

Spool Control

<input checked="" type="checkbox"/> Print immediately		
<input type="checkbox"/> Delete After Output		
<input type="checkbox"/> New spool request		
<input type="checkbox"/> Close Spool Request		
Spool retention pd	8	Day(s)
Storage Mode	Print only	

Number of Copies

Number	1
<input type="checkbox"/> Group (1-1-1,2-2-2,3-3-3,...)	

Cover Page Settings

SAP cover page	Do Not Print
Recipient	
Department	

Print Print preview

6. Click Print preview to preview the letter, or Click Print to print the letter.

Print Preview of LOCL Page 00001 of 00001

State of Washington
Department of Personnel

Agency: 2350
Organization Code: 30002480

August 20 , 2007

BOGART, NATHAN
1250 STATE AVE NE #14
OLYMPIA, WA 98506

Dear Employee:

According to our records you have authorized the State of Washington to change your financial institution for deposit of net wages. You will receive a warrant until the new information has been recorded properly.

Please verify the following information to ensure your wages will be deposited to the proper financial institution and account. If the information is correct, the automatic deposit of your wages will begin as soon as the account information is confirmed by your financial institution. This takes approximately 10 to 15 calendar days.

Financial Institution Name:	WASHINGTON STATE EMPL CU
Financial Institution Number:	325181028
Type of Account:	Savings
Account Number:	55555555

If any of the above information is incorrect, please notify your payroll officer *** IMMEDIATELY *** so that the information can be corrected. Incorrect information may cause your wages to be directed to the wrong financial institution or account and delay your pay. Moreover, your correct automatic deposit may not be effective until the following pay period.


Sincerely,

Department of Personnel



Use the scroll bars on the right hand side of the screen to view the entire letter.



If checked the ☐ **Errors Messages**, click the  (**Cancel**) button to display the error messages:

EFT Employee Letter

EFT Employee Letter

Washington State Department of Personnel
Employee EFT Letters Report

Program: ZHR_RPTPY713
Client: RT0 520
Rundate: 09/18/2007
Time: 13:27:20

Message 1	Message 2	Message 3
Employees not in Payroll area 10 or 11	0	
Total Records Processed	45	
Total Retirees	0	
Total Non-Retirees	45	

Records displayed: 4

Selections | ◀ ▶



The message of "Employees not in Payroll area 10 or 11" will not reflect personnel numbers as these are usually future entries, and future entries do not produce EFT letters.

7. You have completed this transaction.

Result

You have generated the EFT Letter to send to the employee for verification.

Comments

None.